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I PURPOSE OF VISIT

1. To acquaint Agency top officials in the European theater with the missions and functions of the Headquarters Logistics Office, as related to support of overseas stations.
2. To acquaint the above mentioned personnel with newly established policies and regulations affecting logistic support of overseas installations and operations.
3. To acquaint the above mentioned personnel with proposed regulations and plans, including Major Support Commands and worldwide supply system.
4. To assist in the solution of problems, including those now known and those presented during the trip, which confront the stations to be visited.
5. To determine the need, if any, and to make necessary arrangements for a Logistics Office team to be sent TDY to the field to assist in the solution of problems and in the implementation of new procedures and regulations governing logistic support.

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II LOGISTICS OFFICE

1. Mission

Is responsible for:

- a. Procurement, storage, issue and accountability of Agency equipment and supplies.
- b. Transportation of personnel, equipment and supplies.
- c. Provision for warehousing, housing and other service facilities
- d. Coordination and compilation of forecasts of requirements for Agency logistical support.

2. Organization (see chart)

a. Special Staff

- (1) Policy
- (2) Liaison
- (3) Staff Studies

b. Inspection and Review Staff

- (1) Evaluate operational performance

c. Administrative Staff

- (1) Personnel
- (2) Budget
- (3) Training
- (4) Procedures
- (5) Security
- (6) Office services

d. Coordination and Requirements Staff

- (1) Coordination, intra- and inter-Agency
- (2) Logistical planning assistance
- (3) Continuing program to effect standardization
- (4) Source of logistical statistics and information

3. Growth of Office (see chart)

- a. Personnel
- b. Requisitions received
- c. Documents issued
- d. Dollar value of procurement
- e. Tons shipped

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A. Procurement Division

1. Mission

a. Is responsible for:

The procurement of specialized services, supplies and equipment, [REDACTED] required for the support of Agency operations.

b. It is also our future purpose to either furnish trained purchasing personnel or to assist you in the selection and training of such personnel to perform our mission in your area.

2. Organization (organization chart)

a. The Headquarters organization is patterned on that of the Department of the Army. It consists of the Office of the Chief and four Branches:

(1) The Contract Branch negotiates and administers all purchases (except on General Supply Schedules) which exceed \$2,000.00. This includes large production contracts which may exceed \$1,000,000.00 each, and also research and development contracts.

(2) Purchase Order Branch: This Branch purchases in the open market the multitude of small items which are required; these are nearly all overt items. It also purchases in large dollar volume from General Supply Schedules for standard Governmental type items.



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B. Supply Division

1. Mission

a. Is responsible for:

(1) Receipt, inspection, storage, packaging and issuance of all Agency supplies and equipment.

(2) Maintenance and operation of all facilities required for the above.

(3) Maintenance of overall stock status and stock control records on all ZI property.

b. We also intend to aid in the selection and training of supply personnel to work for you in your area.

2. Organization (see chart)

a. In the Headquarters area we have established an organization copied along the lines of the Armed Services structures. The Headquarters Supply Division consists of my Office, [REDACTED] and the ZI Depots. They are:

(1) The Stock Control Staff, having a dual function of receiving and consolidating all stock status reports from the field and rendering reports as required to show status of line items and monetary value of all Agency property worldwide. This Staff performs the actual stock control functions of Agency material within the United States. Here our requisitions are processed and material is directed on its way, either from depot stocks or from procurement channels. This Staff is also charged with furnishing advice and assistance to all operating elements on the installation and operation of stock control functions.

(2) The Identification and Cataloging Staff consists of catalogers involved in the identification and assignment of stock numbers to Agency material.

(3) The Facilities Staff consists of specialists available to our own depots and all operating echelons to furnish guidance and proper operation of warehousing, packing and preservation methods.



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(5) ZI Depots

(a) To support the Headquarters area, we have a depot in the Washington area which supplies the Headquarters area and prepares covert material for overseas shipment.

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C. Transportation Division

1. Mission

a. Is responsible for:

Providing transportation and services for the movement of persons and things for the Agency within the continental United States and from the continental United States to overseas bases.

2. Organization (see chart)

a. The Transportation Division consists of the Office of the Chief, the Planning and Control Staff, the Administrative Staff and three Branches: the Highway Branch, the Cargo Branch and the Passenger Branch. The functions of this Division are:

(1) Provide traffic management and transportation services for this Agency.

(2) Prepare operational plans for transportation requirements of this Agency.

(3) Plan and coordinate all aspects of the movement of personnel and freight by all forms of transportation from source to destination.

(4) Direct, coordinate and supervise all transportation activities for which responsible.

(5) Exercise staff and technical supervision over all matters pertaining to transportation at all Agency installations.

(6) Route and regulate commercial freight and passenger movements of all sizes.

(7) Exercise staff and technical supervision over all matters pertaining to highway transportation.

(8) Determine requirements for and direct the procurement of all types of administrative motor vehicle equipment needed to accomplish missions.

(9) Maintain complete garage facilities for general and preventive maintenance and minor repairs of all Agency motor vehicles in the Washington area.

(10) Formulate plans, policies and technical methods for the training of personnel engaged in transportation activities.

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D. Real Estate and Construction Division

1. Mission

a. Is responsible for:

The overall real estate and construction program of the Agency, except for certain space and maintenance responsibility in the departmental area.

2. Organization (see chart)

a. The Division has both staff and operational functions to perform, and consists of four Branches:

(1) The Construction Engineering Branch is a group of technically trained Architects and Engineers. This Branch reviews and approves or recommends action on all architectural and engineering requirements. It prepares or arranges for the preparation of drawings and specifications. The existing policy of having the actual preparation of plans and specifications accomplished in most instances through the facilities of other agencies or by contract with architectural and engineering firms has proven satisfactory in the past. In addition to providing necessary liaison between this Agency and other groups engaged in the preparation of plans and specifications, this Branch negotiates and awards contracts, provides or arranges for construction supervision and contract administration.

(2) The Utilities Engineering Branch provides supervision or staff and technical direction for utilities engineering matters throughout the Agency. Facilities falling in this category would include power installations, sewer and water systems, heating, air-conditioning and refrigeration. This Branch has the same responsibilities in its field and operates in much the same way as the Construction Engineering Branch.

(3) The Acquisition Branch acquires or provides staff and technical direction for acquisition of all Agency real property

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These Branches conduct surveys to locate required real property, or review such surveys. They prepare real property appraisals, negotiate with property owners or Government agencies, through cut-outs where necessary, for the acquisition of real property and incidental services and utilities. They prepare legal documents, including leases involved in acquiring real property and the Acquisition Branch arranges for advertising for bids of approved construction work, reviews bids received and recommends action by the Construction Engineering Branch and assists the Construction Engineering Branch in the negotiation of construction contracts where competitive bids are not involved.

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b. The maintenance of the real property register is the responsibility of these Branches. This register will be completed following receipt of real estate reporting form now being considered by interested Agency groups. The real estate register as proposed will give a complete picture of all Agency real estate and should be of considerable value for administrative and budgetary purposes.

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D. Supply

1. Standardized supply system and operating procedures. Field regulations are under preparation, covering policies and detailed operation procedures.

2. Training:

The Supply Division will aid the operating divisions in recruiting and selection of personnel to fill supply positions. The final problem as to training the supply personnel will be taken care of by the training of new employees destined for assignment within the supply system by a thorough course within the United States.

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E. Procurement

1. Proposed standardized operating procedures for guidance of personnel in your area charged with purchasing duties. Regulations to provide for flexibility where required to meet special local conditions.
2. A training program in purchasing methods for personnel assigned to overseas areas. Rotation of personnel under career service program.
3. Establishment of a purchasing organization:
 - a. In order to become familiar with the volume, type of purchasing and local problems, a qualified person from this Office will make a site survey.
 - b. Based on the information obtained through that survey, a purchasing organization would be proposed which would fit the needs. If all the fields of procurement which are encountered in Headquarters are also present in your area, the organization will be similar to that in Headquarters.
 - c. Consideration will also be given as determined from the overall picture obtained by this group, to the establishment of a main purchasing office at some point most effective in relation to the industrial supply center. Such an office could support your area purchasing office where the local supply sources were found inadequate.

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F. Transportation

Regulations covering field transportation are under preparation.

a. Cargo

(1) Responsibilities of Senior Representative in the Field to aid in prior planning for overseas shipment.

(2) Responsibilities of Senior Representative in the Field to furnish current information on the facilities for receiving and handling cargoes at destination.

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b. Travel

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(2) Shipment of household goods.

(3) Shipment of unaccompanied baggage.

(4) Shipment of private automobiles.

(5) Return of baggage, household goods, personal effects and privately owned automobiles from overseas to continental United States.

c. Agency Vehicles

(1) Registration and titling of vehicles at overseas stations.

(2) Private use of Government vehicles.

(3) Repair of privately owned vehicles at Government expense.

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5. Identification of the Overseas Household Goods and Unaccompanied Baggage:

a. Problem:

In many cases difficulty is encountered in locating personnel when household goods and unaccompanied baggage arrive, due to the fact that the individual may be assigned elsewhere

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b. Action taken:

This is primarily lack of coordination between the Transportation people and the Personnel people in the field, since the individual's [redacted] number, regardless of assignment, is furnished to the Senior Representative [redacted]. It is understood that these dispatches are filed in the Personnel Section. However, in the future, dispatches from Headquarters will bear the notification: "Info to Transportation."

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6. Difficulty in Handling Crates in Excess of 2,500 Pounds:

a. Problem:

Crates weighing in excess of 2,500 pounds can be handled [redacted] but only with difficulty, and have to be broken down for shipment to smaller stations.

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b. Action being taken:

Commercial packers are being requested to limit their crates to 2,500 pounds maximum. For shipments [redacted] Senior Representative should arrange [redacted] to handle through to final destination in a manner as for [redacted] personnel.

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7. SR Division:

Ascertain method used to receive and process materiel for this Division to insure that items peculiar to their operations are held for their express use when an operation is to be mounted by them.

8. Ascertain feasibility of procurement of SR type items in a [redacted] condition.

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G. Real Estate and Construction

1. Effect of new procedure and regulation governing providing quarters for Agency personnel in certain overseas areas.

2. The Real Estate and Construction Division has the following objective for the coming year:

a. To be of assistance in the development of world base programs and other foreign facilities by guiding the architectural and engineering planning and supervise the construction of other and the following special interest projects:



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b. To improve liaison and understanding with [redacted] other agencies participating in our real estate and construction program.

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c. To initiate a planned field inspection program to insure good facilities and utilities management and to furnish technical advice to installation commanders.

d. To train personnel to fill the expanding Agency requirements for installation engineers, in conformance with the career service program.

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